# Department Head Letter for Initial Instructor Appointment TEMPLATE

# (please copy and paste text below into your personal letterhead)

[DATE]

George Q. Daley, MD, PhD

Dean of the Faculty of Medicine  
c/o Office for Faculty Affairs

Harvard Medical School

Gordon Hall, Suite 206

25 Shattuck Street

Boston, Massachusetts 02115

Dear Dean Daley:

I would like to recommend [CANDIDATE FIRST NAME MI LAST NAME, TITLE] to be nominated as Instructor of [DEPARTMENT NAME] at Harvard Medical School for the period of July 1, [YEAR] – June 30, [YEAR]. This appointment is in addition to Dr. [LAST NAME OF CANDIDATE]’s clinical professional staff appointment as [HOPSITAL TITLE]. Dr. [LAST NAME OF CANDIDATE]’s will be working clinically [NUMBER] days a week at [HOSPITAL].

Dr. [LAST NAME OF CANDIDATE] completed their Medical Degree at [INSTITUTION NAME] on June [YEAR] and clinical Internship and Residency at [INSTITUTION NAME] in June [YEAR]. Dr. [LAST NAME OF CANDIDATE] also recently completed their [FELLOWSHIP NAME] Fellowship within our department in June [YEAR].

Dr. [LAST NAME OF CANDIDATE] responsibilities will include (change accordingly, for example: teaching and supervision of residents and fellows in training and teach Harvard Medical student rotations in the operating rooms and outpatient sites at our hospital).

Dr. [CANDIDATE LAST NAME]’s mentor will be Dr. [MENTOR NAME] and Dr. [LAST NAME OF CANDIDATE] will comply with the [NAME OF YOUR HOSPITAL] Conflict of Interest policy.

[STATEMENT ON INTEGRITY AND PROFESSIONALISM (required for this letter)]

[FOR CURRENT FACULTY] This candidate is a faculty member in good standing with an appropriate hospital, Basic Science or Social Science Department, and/or HSDM appointment and associated credentialing, as relevant. [FOR ALL FACULTY, CURRENT AND FUTURE] To the best of my knowledge, other than as may be indicated herein, the candidate has not been sanctioned or disciplined by a medical school or other institution of higher education, a hospital, a state licensing

board, the NIH, the FDA, or any other legal, regulatory, or institutional authority. There are no pending or closed investigations or other concerns known to me that raise questions about the candidate’s integrity, professionalism, competence, interactions with colleagues, or the quality of the candidate’s contributions as a member of the Faculty of Medicine of Harvard University.

I am delighted to recommend him/her without hesitation. Thank you for your consideration in this matter.

Sincerely,

[DEPARTMENT HEAD SIGNATURE]